

POLYGRAPH EXAMINERS ADVISORY BOARD
MINUTES OF MEETING
MARCH 9, 2006

The Polygraph Examiners Advisory Board met on Thursday, March 9, 2006, at the Department of Professional and Occupational Regulation, 3600 West Broad Street, 4th Floor, Richmond, Virginia. The following Board members were present:

Gary M. Jenkins, Chairman
Paul Minor, Vice Chairman
Elizabeth Wildhack
Denise Likens
Barry Colvert

A. W. Omohundro

Bernard Levin was absent from the meeting.

Staff present for all or part of the meeting:

Louise Fontaine Ware, Director
Brian Hannigan, Chief Deputy Director
Karen O'Neal, Deputy Director, Regulatory Programs
Eric L. Olson, Executive Director
Kevin Hoeft, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant
C. W. Lawrence, Assistant Deputy Director (CID)
Sharon Sweet, Director of Education and Examinations

Chairman Jenkins called the meeting to order at 10:05 a.m.

Call to Order

Ms. Wildhack offered a motion to approve the agenda. Mr. Colvert seconded the motion, which was approved unanimously.

Approval of Agenda

Mr. Omohundro offered a motion to approve the Board's June 2, 2005, meeting minutes. Sgt. Likens seconded the motion, which was approved unanimously.

Approval of June 2, 2005, Meeting Minutes

Mr. Karl Holzbach of the Richmond Police Department requested that the Board consider making continuing education a requirement for Polygraph Examiner license renewal.

Public Comment

Sharon Sweet, Director of the Office of Education and Examinations, requested that the Board approve a change in the scoring of the Multiple Choice portion of newly revised Polygraph Examiner test. The Multiple Choice portion of the test would be sent to the testing vendor, Professional Credential Services (PCS), for review to ensure that all the questions and answers are clear and correct. This review would take ten days, after which time

Polygraph Examiner Test Scoring

examination candidates with passing scores would receive their polygraph examiner license. PCS would also provide the candidates with a review sheet identifying their strong and weak test sections.

Sgt. Likens offered a motion to approve the proposed change, and Mr. Colvert seconded the motion, which was approved unanimously.

Executive Director Eric Olson provided the Board with an update on the status on the Board's two proposed regulatory review packages. Both the proposed fee changes and the general changes to the current regulations are in process. No date for final approval of these proposed regulations has been set.

Regulatory Review Update

Chairman Jenkins will complete his second four-year term on the Board on June 30, 2006, and cannot be reappointed by the Director.

Election of New Officers

Mr. Omohundro nominated Vice Chairman Paul Minor as Chairman. The nomination was seconded by Sgt. Likens. Mr. Minor was elected unanimously as Chairman.

Mr. Colvert nominated Sgt. Likens to serve as Vice Chairman. The nomination was seconded by Mr. Omohundro. Sgt. Likens was elected unanimously as Vice Chairman.

The Board presented Director Louise Fontaine Ware with a framed resolution commending her service to the Polygraph Examiners Advisory Board. Director Ware has announced that she is leaving public service to re-enter the private sector. The Resolution stated:

Resolution Commending Director Louise Fontaine Ware

WHEREAS, Louise Fontaine Ware has faithfully and diligently served as the Director of the Department of Professional and Occupational Regulation since 2002; and

WHEREAS, Louise Fontaine Ware has demonstrated exceptional knowledge, leadership and tenacity in fulfilling her responsibilities and guiding the Polygraph Examiners Advisory Board during her tenure as Director; and

WHEREAS, Louise Fontaine Ware has at all times rendered decisions with fairness, good judgment, and in the best interest of the Board, Virginia's licensed polygraph examiners, and the Commonwealth; and

WHEREAS, the Polygraph Examiners Advisory Board wishes to

acknowledge its gratitude and deepest appreciation for devoted service by Louise Fontaine Ware, who is held in high esteem by the members of the Board and the citizens of the Commonwealth.

NOW THEREFORE BE IT RESOLVED, by the Polygraph Examiners Advisory Board this ninth day of March, in the year two-thousand and six, that Louise Fontaine Ware be given all honors and respect due her for her outstanding service to the Commonwealth, its citizens and the Polygraph Examiners Advisory Board; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held.

Director Ware expressed her appreciation for all the hard work accomplished by the Polygraph Examiner Advisory Board, especially as it related to the Voice Stress Analyzer issue. Director Ware also commended the excellent work of outgoing Chairman Jenkins and wished him well as he indicated that he will soon retire from the Virginia State Police.

Director's Remarks

There was no Old Business.

Old Business

The following New Business was addressed.

New Business

Board Administrator Kevin Hoeft announced Board Member Darryl DeBow submitted a resignation letter dated February 17, 2006.

**Board Member
Darryl DeBow**

Eric Olson informed the Board that a recent polygraph examiner license applicant completed his educational training at the Department of Defense Polygraph Institute (DODPI), which has never been approved by the Board as an educational provider. After discussion, Mr. Minor made a motion to accept DODPI as a Board approved educational provider. The motion was seconded by Mr. Colvert and approved unanimously by the Board.

**DODPI School
Approved**

Following discussion, Board Administrator Kevin Hoeft was asked to check on continuing education requirements for polygraph examiners who are licensed in other states.

**Continuing
Education**

Chairman Jenkins called for a recess at 11:00 a.m. to interview the two polygraph examiner license applicants.

Recess

Mr. Minor left the meeting at 11:40 a.m.

Chairman Jenkins reconvened the meeting at 12:40 p.m.

Reconvene

Chairman Jenkins informed the Board that both applicants passed the licensure examination. The two new licensed polygraph examiners, Bradley Burnett and Mark Lovern, were introduced to and congratulated by the Board.

**Examination
Results &
Introduction of
New Licensees**

Travel vouchers and conflict of interest forms were completed by all the Board members present.

**Completion of
Paperwork**

Ms. Wildhack made a motion to adjourn the meeting at 12:50 p.m. Sgt. Likens seconded the motion, which was approved unanimously.

Adjourn

Gary M. Jenkins, Chairman

Date

Louise F. Ware, Secretary

Date